



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 9-13-78	1. Agency Address Georgia Ports Authority Administration Division, Port Police Post Office Box 2406 Savannah, Georgia 31402	Application Number <b>78-238</b>	Date Received OCT - 3 1978
Application Number 23		Date Completed OCT 23 1978	
2. Person to Contact William L. Kilroy, Jr.		Working Title Chief of Port Police	Telephone Number 964-1721, 211
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>103</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	Latest To Date	5. Records Series Title (followed by title used in office, if different) Vehicle Pass File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Port Police Department is responsible for vehicle security (issuance and maintenance of all decal records, logging of non-registered vehicles, processing of incoming and outgoing trucks), internal security (conducting record checks for all new personnel, periodic testing of security procedures for integrity, investigation into background for Port Police personnel), physical security (conducting rolling patrols and key patrols through all areas of the Port). Maintain fire prevention systems, conduct fire prevention and fire fighting training for Port Police personnel. Enforces traffic ordinances, develops and maintains parking plan and maintains liaison with other agencies; example, Coast Guard, F.B.I., G.B.I., Customs including surveillance, investigation and pilferage activities.			
7. Record Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Control of vehicle access to Port facilities.  Vehicle Pass Forms showing: make of vehicle, license #, carrier, driver's name, destination in terminal, entry and exit times, contents of vehicle, Port Authority authorization listing entry/exit times and dates.	
File is arranged:		Chronologically	
8. Monthly Reference Rate One to six months old <u>20</u> seven to twelve months old <u>15</u> thirteen to twenty-four months old <u>10</u> twenty-five months and older <u>0</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>24 legal boxes.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 3 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal year; ☒ Other monthly then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☒ Transfer to local holding area, hold 3 year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. J. Stead</i>	7/13/78	<i>Carol Thompson</i>	9-28-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <i>[Signature]</i>	Date 10-20-78
State Auditor/Designee	<i>[Signature]</i>	Secretary of State/Designee	10-13-78
Attorney General/Designee	<i>[Signature]</i>		10-24-78